

Position: Gala Coordinator at the Alliance Française de Chicago

About: Founded in 1897, the Alliance Française de Chicago is the second largest French cultural and learning center in the country dedicated to art, literature, language, film, cooking and education.

Purpose: Reports directly to the Director of Major Gifts and supports all aspects of the 2020 Gala organized by the Woman's Board. *Un Air de Provence* will be held May 9, 2020 at the Ritz-Carlton.

Responsibilities:

- Coordinate with Co-Chairs on management of biennial Gala
- Plan and coordinate all Gala committees, including but not limited to organizing regular meetings, taking minutes and preparing all relevant materials
- Manage all Gala logistics including invitations, marketing collateral, guest list management, budget, auction and vendors
- Keep Gala records organized and updated
- Create regular reports to keep staff and volunteer leadership apprised of all Gala activities
- Manage all gift entry and donor records
- Prepare and create acknowledgment letters

Minimum Qualifications:

- Bachelor's degree and a minimum of three years of event experience required
- Excellent computer skills including Microsoft Office Suite
- Ability to work evenings or weekends, as necessary

Knowledge, Skills and Abilities:

- Knowledge of French language is desirable but not required
- Attention to detail and excellent organizational skills
- High energy and ability to manage multiple tasks
- Sense of humor and strong work ethic
- Excellent written and oral communication
- Desire to work independently in a fast-paced, flexible and diverse environment

Requirements and Benefits:

- Part-time project position which ends June 1, 2020
- 10 - 20 hours per week
- Free French classes
- Not eligible for benefits

TO APPLY:

Qualified applicants should submit a cover letter and résumé to: [hr@af-chicago.org](mailto:hr@af-chicago.org)

Please, no phone calls.